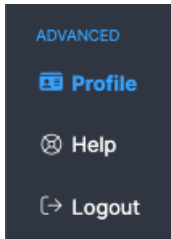


# Creating user groups

07/23/2024 9:16 am EDT

User groups are used in the InsightStore to make it simpler to share dashboards and reports.

To create a user group, click on *Profile* in the lower portion of the left navigation bar.



Click on *Your Organization*, *User Groups*, and *Create User Group*.

Provide a *User Group Name*, then select the members of the group and a role for each member. Admins can add and remove members from the group.

You will automatically be added to the group as an admin.

NEW USER GROUP

Cancel

Create User Group

User Group Name:

Enter Group Name

Name	Not a Member	Member	Admin
Everyone	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
CivicScientists - [redacted]	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
[redacted]	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
[redacted]	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

When you've selected all the members and their roles, click *Create User Group*.

New User Group

Cancel

Create User Group

User Group Name:

Enter Group Name

Your new group won't be listed on the next screen, but when you click on *User Groups* again in the *Your Organization* tab, you will see the new group listed.